



## Steps to Become an Affiliated Provider

To become a community service provider to individuals with intellectual and/or developmental disabilities (IDD) in Cherokee, Crawford, Labette and/or Montgomery Counties, affiliation with the CDDO of Southeast Kansas is required. There are several steps to becoming an affiliated provider.

### **License**

The first step is to obtain a license from the Kansas Department on Aging and Disability Services (KDADS) [Department for Aging and Disability Services | Home](#) if affiliate plans to provide one or more of the following services.

- Day Supports
- Residential Supports
- Targeted Case Management

KDADS reserves the right to modify the list of services that require a license.

### **Affiliation**

The Application for Affiliation can be found on our website <https://cddosek.org>. In addition to the completion of the application, the following list of documents must be submitted.

- Copies of applicable license(s)
- Certificate of liability insurance naming the CDDO as additional insured
- Organizational Chart
- Business Plan to include financial plan, line of credit etc.
- KMAP Provider Number, see below
- If provider is affiliated with another CDDO(s) in Kansas, submit a letter of good standing from the other CDDO(s)

### **Kansas Medical Assistance Program (KMAP)**

Payment for IDD services is from the Kansas Home and Community Based Services (HCBS) Medicaid Waiver. To bill Medicaid, providers must register with KMAP to obtain a Medicaid Provider number. [FAQ](#) This link will take you to KMAP FAQ where it explains steps to submit an application to KMAP.

### **HCBS Settings Final Rule**

Certain providers will have to establish compliance with the HCBS Settings Final Rule prior to completing the enrollment process through KMAP. This is accomplished by registering with the HCBS Compliance Portal and obtaining a verification letter that must be submitted during KMAP enrollment and re-enrollment. In addition to registering with the HCBS Compliance Portal, Final Rule Assessments must be completed for each provider owned, controlled, and managed setting depending on how services are provided. Annual Final Rule Setting Compliance Certifications for each location are required to bill HCBS. [KDADS HCBS Final Rule - User Manuals](#)

### **Managed Care Organizations**

Kansas Medicaid (KanCare) services are managed by three Managed Care Organizations (MCO); Healthy Blue, Sunflower and United. Each person served has selected a MCO. Providers must contract with one or more MCOs to receive referrals for individuals covered by that MCO. You can find additional information at each MCOs website.

- Healthy Blue [Kansas Providers | State & Federal Programs | Healthy Blue](#)
- Sunflower [Sunflower Health Plan Provider Portal & Resources | Sunflower Health Plan](#)
- United [UnitedHealthcare Provider Portal resources | UHCprovider.com](#)

Once a provider has completed the affiliation process, we will add their information to our website, choice form and provider list and provider will be offered a choice when meeting with individuals, families or guardians.

For additional information, please contact:

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[www.cddosek.org](http://www.cddosek.org)

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